

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position No. K0232526	10. Budget Program Number 629		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant			
3. Division Economic and Employment Service			12. Proposed Class Title			
4. Section Management Support	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Systems Automation Unit		14. Effective Date				
6. Location (address where employee works) Topeka Shawnee City County		15. By	Approved			
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. % Regular	16. Audit Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Kristi Scheve	EES Data Exchange Manager, PARIS Program Integrity Unit Supervisor	K0045120

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Kristi Scheve	EES Data Exchange Manager, PARIS Program Integrity Unit Supervisor	K0045120

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Under general supervision, this position has primary responsibility for researching, analyzing, and acting on EES cases when discrepant information is identified through federal or state data matching systems. This position has wide latitude for independent discretion in task sequence and accomplishment methodology.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPPA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
45%	E	<p>A. Investigate and resolve discrepancies generated via data exchanges with other states, the Internal Revenue Service (IRS), Veteran's Administration (VA), and the Department of Defense (DOD).</p> <p>A1. Research and determine, based upon information provided within the data exchanges, collateral contacts, and other supporting data, whether program eligibility and benefit level were determined correctly according to state and federal policy guidelines.</p> <p>A2. Serve as the primary point of contact for other state agencies with questions regarding interstate matches.</p> <p>A3. Consult, as necessary, with the Supervisor, Quality Assurance (QA) Specialists, Program Managers, or the appropriate field staff to resolve case specific issues and to ensure consistent results.</p> <p>A4. Contact recipients, certifying agency staff, collateral contacts, providers, etc., as necessary, to obtain documentation to support certifying agency actions and/or resolve conflicting data. These contacts may be by telephone, and/or through written or electronic correspondence.</p> <p>A5. Identify those errors that the certifying agency could have prevented had the required actions been taken.</p> <p>A6. Record case findings into a tracking system for data analysis and to ensure discrepancy reviews and corrective actions comply with established timelines.</p> <p>A7. Report corrective action activities related to completed match resolutions, findings, and results.</p> <p>A8. Must be able to identify possible fraud situations and communicate/coordinate with fraud investigators and legal staff to pursue fraud determinations in cases in which the data supports this finding.</p>
45%	E	<p>B. Perform any necessary corrective action as directed by policy, including calculating overpayments and establishing claims.</p> <p>B1. Complete necessary corrective action when errors are detected, including confirming eligibility.</p> <p>B2. Calculate program benefit overpayments.</p> <p>B3. Establish overpayment claims in the benefit recovery subsystem within KAECSSES & KsCares.</p> <p>B4. Notify the local agencies of discrepancies found, action taken, and disposition of the case.</p> <p>B5. Respond to contacts from recipients as necessary to explain the reason for the overpayment, provide information about appeal rights, etc.</p> <p>B6. Represent DCF/EES at any fair hearings requested by recipients as a result of corrective actions including preparing and responding to fair hearing requests in compliance with rules established by DCF and the Legal Division.</p>
10%	E	<p>C. Perform other duties as assigned by the supervisor to support the agency's goals and objectives, improve operations, and provide effective customer service.</p> <p>C1. Build and maintain productive working relationships and effective communication with the other divisions, other state agencies, third parties, recipients and field staff as appropriate.</p> <p>C2. Participate in regularly scheduled and special administrative meetings.</p> <p>C3. Undertake special assignments, investigations and studies as directed by the department.</p> <p>C4. Perform other duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

The position engages in professional activities that provide direct impact on the integrity of statewide TANF, SNAP, and Child Care program administration.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts are made with DCF employees, other government employees, customers and collateral contacts to investigate eligibility, solicit information and obtain verification to substantiate decisions regarding eligibility and overpayments.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Office work is predominantly sedentary and requires minimal or negligible physical exertion. However, there are long hours spent looking at a computer screen.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer, copy machine, scanner, fax machine, and telephones are used daily

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

Minimum of 1 year experience determining eligibility for Kansas TANF, SNAP, or Child Care programs.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date